

MADISON COUNTY DEPARTMENT OF PERSONNEL/CIVIL SERVICE

COUNTY OFFICE BUILDING
P.O. BOX 636

WAMPSVILLE, NY 13163
(315) 366-2341 (Phone)
(315) 366-2725 (Fax)



Eileen M. Zehr

Personnel Officer
eileen.zehr@madisoncounty.ny.gov

Ryan D. Aylward

Director of Labor Relations
ryan.aylward@madisoncounty.ny.gov

Government Operations **Thursday, August 25, 2022 @ 10:30 AM** **Chambers**

MINUTES

10:30 AM Call Meeting to Order

M. Cavanagh called the meeting to order at 10:28 a.m.

Committee Members present: M. Roberts, R. Vosburg and P. Walrod

Absent: C. Moses

Others present: R. Aylward, E. Burns, C. Coe, D. Curtis, M. During, C. Edick, S. Field, W. Gabor, K. Guinto, C. Kennedy, P. LeClair, P. Lutwak, L. Randall, T. Wayland-Smith and E. Zehr

Approval of Minutes

- Minutes - July 28, 2022

Motion by Pete Walrod to approve the minutes from July 28, 2022.
Second by Matt Roberts. The motion was Passed.

Resolutions:

1. Resolution of Appreciation - Retiree Recognition

Motion by Matt Roberts to approve the resolution. Second by Pete Walrod. The motion was Passed.

2. Abolishing a Veterans Service Counselor Position and Creating a Veterans Service Counselor II Position in the Veterans Service Agency

Motion by Pete Walrod to approve the resolution. Second by Rex

Vosburg. The motion was Passed.

3. Authorizing a Stipend for the Emergency Medical Services Coordinator

Motion by Pete Walrod to approve the resolution. Second by Rex Vosburg. The motion was Passed.

4. Authorizing the Modification of the 2022 Adopted County Budget (1420 - County Attorney)

Motion by Pete Walrod to approve the resolution. Second by Rex Vosburg. The motion was Passed.

5. Authorizing the County to Order Lease Vehicles for the 2023 Budget

Motion by Rex Vosburg to approve the resolution. Second by Pete Walrod. The motion was Passed.

6. Authorizing the Chairman to Enter into an Enterprise Agreement with Day Automation

7. Authorizing the Chairman to Enter into an Agreement with the New York State Office of Information Technology Services and the New York State Division of Homeland Security and Emergency Services

Motion by Rex Vosburg to approve the resolution. Second by Matt Roberts. The motion was Passed.

8. Authorizing the Modification of the 2022 Adopted County Budget (American Rescue Plan Act of 2021)

Motion by Matt Roberts to approve the resolution. Second by Pete Walrod. The motion was Passed.

9. Authorizing the Modification of the 2022 Adopted County Budget (American Rescue Plan Act of 2021)

Motion by Pete Walrod to approve the resolution. Second by Rex Vosburg. The motion was Passed.

10. Establishing the 2022 Salary for the Second Assistant District Attorney

Motion by Matt Roberts to approve the resolution. Second by Rex Vosburg. The motion was Passed.

11. Acknowledging Introduction of Proposed Local Law No. 6 for the Year 2022 and Calling for a Public Hearing

Motion by Matt Roberts to approve the resolution. Second by Pete Walrod. The motion was Passed.

12. Authorizing the Appointment of a Deputy Clerk to the Board of Supervisor

Motion by Matt Roberts to approve the resolution. Second by Cliff Moses. The motion was Passed.

Other Committee Business

1. Policy Review

R. Aylward updated the committee on the necessary change to the county's Sexual Harassment Prevention Policy.

2. Healthcare Worker Bonus

R. Aylward informed the committee of the recent NYS Healthcare Worker Bonus program. Aylward noted the bonuses will be used as a recruitment and retention incentive. Details are still being secured and limited employees in the Mental Health and Public Health Departments will be eligible based on the current guidelines.

3. 2023 Budget Presentations:

4. Clerk to the Board

E. Burns presented the budget

5. County Administrator

M. Scimone presented the budget for County Administrator and Compliance

S. Field presented the budget for the Public Information

6. County Attorney

T. Wayland-Smith presented the budget

7. Information Technology

P. Lutwak presented the budget

8. Personnel

E. Zehr presented the budget

9. MOTION TO ENTER EXECUTIVE SESSION

Motion by Matt Roberts to Enter into Executive Session. Second by Pete Walrod. The motion was Passed.

Motion by Pete Walrod to Exit Executive Session. Second by Rex Vosburg. The motion was Passed.

10. Salary Matter

11. Labor Relations

12. Negotiations

Preferred Agenda

It was the consensus of the committee to allow any eligible resolutions from today's meeting to be added to the preferred agenda. All resolutions were voted on and approved by the committee.

Next Meeting:

1. September 29, 2022, Immediately following Finance, Ways and Means

Adjourn

Motion by Matt Roberts to adjourn the meeting. Second by Rex Vosburg. The motion was Passed.

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Government Operations Thursday, July 28, 2022 @ 10:30 AM Chambers

MINUTES

**10:30 Call Meeting to Order
AM**

DRAFT

M. Cavanagh called the meeting to order at 10:06 a.m.

Committee Members present: C. Moses, M. Roberts, R. Vosburg and P. Walrod

Others present: R. Aylward, J. Becker, E. Burns, D. Curtis, C. Edick, S. Field, C. Kennedy, P. Lutwak, L. Randall, T. Wayland-Smith and E. Zehr

- Minutes - June 30, 2022

Approval of Minutes

Motion by Matt Roberts to approve minutes from June 30, 2022. Second by Rex Vosburg. The motion was Passed.

Resolutions:

1. Resolution of Appreciation - Retiree Recognition
Motion by Pete Walrod to approve the resolution. Second by Matt Roberts. The motion was Passed.
2. Appointing a Clerk to the Board of Supervisors
Motion by Cliff Moses to approve the resolution. Second by Rex Vosburg. The motion was Passed.
3. Abolishing a Registered Professional Nurse Position and Creating a Public Health Nurse Position in the Public Health Department

Motion by Pete Walrod to Motion. Second by Cliff Moses. The motion was Passed.

4. Abolishing A Caseworker Position and A Caseworker Assistant Position and Creating a Senior Caseworker Position

Motion by Cliff Moses to approve the resolution. Second by Pete Walrod. The motion was Passed.

5. Appointing a Corporate Compliance Officer

Motion by Pete Walrod to approve the resolution. Second by Rex Vosburg. The motion was Passed.

6. Appointing an Americans with Disabilities Act (ADA) Coordinator

Motion by Pete Walrod to approve the resolution. Second by Cliff Moses. The motion was Passed.

7. Amending the Americans with Disabilities Act (ADA) Grievance Procedure

Motion by Pete Walrod to approve the resolution. Second by Rex Vosburg. The motion was Passed.

8. Adopting the NYS Archives Retention Schedule LGS-1 as Madison County's Current List by Subject Matter

Motion by Rex Vosburg to approve the resolution. Second by Pete Walrod. The motion was Passed.

9. Authorizing the Chairman of the Board to Enter into an Agreement (New York State Nurses Association)

Motion by Rex Vosburg to approve the resolution. Second by Matt Roberts. The motion was Passed.

10. Madison County Board of Supervisors Oppose Legislation S.51001/A.41001 or any Further Regulations to be Imposed on Responsible and Legal Gun Owners

Motion by John Becker to approve the resolution. Second by Pete Walrod. The motion was Passed.

Other Committee Business

M. Scimone and E. Zehr informed the committee a civilian candidate is being offered the Director of the Child Advocacy Center position. The position is no longer encumbered by a Deputy Sheriff Lieutenant and both positions are fully funded. The committee agreed the Lieutenant position may be reclassified to a Sergeant or Deputy Sheriff.

P. Walrod informed the committee of the positive feedback he's received from the Public Safety Communication Department regarding the newly implemented wage increases.

P. Lutwak and M. Scimone noted the Information Technology Department is working with the Purchasing Department on ordering the department new carpet and office furniture. The committee agreed the estimated sixty-eight thousand to one hundred thousand dollar cost may be covered by using ARPA funds.

1. MOTION TO ENTER EXECUTIVE SESSION

Motion by Matt Roberts to Enter into Executive Session. Second by Pete Walrod. The motion was Passed.

Motion by Rex Vosburg to Exit Executive Session. Second by Pete Walrod. The motion was Passed.

2. Litigation

3. Negotiations

4. Personnel Matters

5. Labor Relations

Preferred Agenda

It was the consensus of the committee to allow any eligible resolutions from today's meeting to be added to the preferred agenda. All resolutions were voted on and approved by the committee.

Next Meeting:

1. August 25, 2022, Immediately following Finance, Ways and Means

Adjourn

Motion by Matt Roberts to adjourn the meeting. Second by Rex Vosburg. The motion was Passed.

RESOLUTION NO. _____

RESOLUTION OF APPRECIATION – RETIREE RECOGNITION

WHEREAS, the Madison County Board of Supervisors believes that County employees should be recognized for their faithful service to the public; and

WHEREAS, recognition of the distinguished service of a certain County employees with an upcoming retirement is in order,

NOW, THEREFORE BE IT RESOLVED that the Madison County Board of Supervisors hereby recognize the dedicated contributions of Lynnda Simon and Kathleen Lindsey upon their retirement.

Lynnda L. Simon
Kathleen M. Lindsey

Sheriff's Office
County Clerk

1984 - 2022
2012 - 2022

Dated: September 13, 2022

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

**ABOLISHING A VETERANS SERVICE COUNSELOR POSITION AND CREATING A
VETERANS SERVICE COUNSELOR II POSITION IN THE
VETERANS SERVICE AGENCY**

WHEREAS, the Director of Veterans Service Agency recommends that a full-time Veterans Service Counselor position be abolished and a Veterans Service Counselor II position be created; and

WHEREAS, the Personnel Officer certifies that the Veterans Service Counselor II is the appropriate classification based on the description of duties for this position; and

WHEREAS, this request was reviewed and approved in accordance with the vacancy review procedure by the Health and Human Services Committee and the Government Operations Committee,

NOW, THEREFORE BE IT RESOLVED that one (1) Veterans Service Counselor position be and hereby is abolished effective immediately; and

BE IT FURTHER RESOLVED that one (1) full-time Veterans Service Counselor II position be and hereby is created; and

BE IT FURTHER RESOLVED that the Director of Veterans Service Agency be and hereby is authorized to fill said position effective immediately in accordance Civil Service Law and Rule and the Agreement between Madison County and the CSEA White Collar Unit.

DATED: September 13, 2022

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

**AUTHORIZING A STIPEND FOR THE
EMERGENCY MEDICAL SERVICES COORDINATOR**

WHEREAS, the Madison County Office of Emergency Management is currently operating an Advanced Life Support First Response (ALSFR) “Fly-car” trial program funded by the American Recovery Funds; and

WHEREAS, Jenna Rosky, Emergency Medical Services Coordinator, is responsible for the daily operations of the ALSFR “Fly-car” program, including policy development and personnel management; and

WHEREAS, the Government Operations Committee recommends that a stipend be provided to the EMS Coordinator for the additional duties related to the management of the ALSFR “Fly-car” program; and

WHEREAS, funding for said stipend is allocated in the Emergency Management ARPA Budget;

NOW, THEREFORE BE IT RESOLVED, that a stipend of \$2,500 be and hereby is established for the Emergency Medical Service Coordinator for the 2022 calendar year payable on a biweekly basis effective immediately.

Dated: September 13, 2022

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

AUTHORIZING THE MODIFICATION OF THE 2022 ADOPTED COUNTY BUDGET

BE IT RESOLVED that the 2022 Adopted County Budget be modified as follows:

General Fund

1420 County Attorney

Expense

	<u>From</u>	<u>To</u>
A142010 542175 Professional Legal Counsel	\$100,000	\$175,000

1990 Contingent Fund

Expense

A199010 544440 Contingent Fund	<u>648,389</u>	<u>573,389</u>
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Control Totals	<u>\$748,389</u>	<u>\$748,389</u>
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Dated: September 13, 2022

Mary Cavanagh, Chairwoman
Government Operations Committee

Matthew Roberts, Chairman
Finance, Ways & Means Committee

RESOLUTION NO. _____

AUTHORIZING THE COUNTY TO ORDER LEASE VEHICLES FOR THE 2023 BUDGET

WHEREAS, Enterprise is recommending the County to lease vehicles for 2023; and

WHEREAS, due to current manufacturing issues in the automobile industry, we are seeking approval to place orders in advance, to secure required vehicles; and

WHEREAS, no funds will be used from the 2022 budget. All funds will be paid from the 2023 budget; and

WHEREAS, the request to order these vehicles in advance is recommended to be approved by the Government Operations Committee.

NOW, THEREFORE BE IT RESOLVED, that the Board of Supervisors authorizes Madison County to order these vehicles when available.

Dated: September 13, 2022

Mary B. Cavanagh, Chairperson
Government Operations Committee

RESOLUTION NO. _____

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN ENTERPRISE AGREEMENT WITH
DAY AUTOMATION**

WHEREAS, access control security is needed on the doors that access the Workforce Development offices; and

WHEREAS, Day Automation is the security company that the county utilizes for access control and video surveillance; and

WHEREAS, the Information Technology Department recommends using Day Automation as the installers and integrators of this system at a cost not to exceed \$9,449.36; and

NOW, THEREFORE BE IT RESOLVED, that the Chairman be and hereby is authorized to execute the contracts with Day Automation on behalf of the County, in the form as is on file with the Clerk of the Board.

Dated: September 13, 2022

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN ENTERPRISE AGREEMENT WITH THE
NEW YORK STATE OFFICE OF INFORMATION TECHNOLOGY SERVICES AND
THE NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES**

WHEREAS, Madison County is committed to ensuring the safety of all critical infrastructure by investing in strategic collaborations; and

WHEREAS, the deployment of Endpoint Detection and Response (EDR) software, along with rapid information sharing and foundational components are necessary for a sound cybersecurity program; and

WHEREAS, Madison County will utilize cyber security services from New York State Office of Information Technology (NYSITS) and New York State Division of Homeland Security and Emergency Services (NYSDHSES) for EDR and information sharing; and

WHEREAS, the costs for these services will be fully covered for three years by NYSITS and NYSDHSES;

NOW, THEREFORE BE IT RESOLVED, that the Chairman be and hereby is authorized to execute the Intergovernmental Agreement with The New York State Office of Information Technology Services and The New York State Division of Homeland Security and Emergency Services on behalf of the County, in the form as is on file with the Clerk of the Board.

Dated: September 13, 2022

Mary B Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

**AUTHORIZING THE MODIFICATION OF THE 2022 ADOPTED COUNTY BUDGET
(American Rescue Plan Act of 2021)**

BE IT RESOLVED that the 2022 Adopted County Budget be modified as follows:

General Fund

9999 Non Departmental Revenue

Revenue

	<u>From</u>	<u>To</u>
A999995 440895 Fed Aid Coronavirus Fiscal Recovery Funds	\$ <u>8,978,167</u>	\$ <u>9,094,271</u>
Control Total		\$ <u>116,104</u>

1631 County Buildings (ARPA)

Expense

A163110 529355 Generator-County Office Building	\$ <u>400,000</u>	\$ <u>516,104</u>
Control Total		\$ <u>116,104</u>

Dated: September 13, 2022

Mary Cavanagh, Chairwoman
Government Operations Committee

Matthew Roberts, Chairman
Finance, Ways & Means Committee

RESOLUTION NO. _____

**AUTHORIZING THE MODIFICATION OF THE 2022 ADOPTED COUNTY BUDGET
(American Rescue Plan Act of 2021)**

BE IT RESOLVED that the 2022 Adopted County Budget be modified as follows:

General Fund

9999 Non Departmental Revenue

Revenue

	<u>From</u>	<u>To</u>
A999995 440895 Fed Aid Coronavirus Fiscal Recovery Funds	\$ <u>9,094,271</u>	\$ <u>9,194,271</u>

Control Total

\$100,000

1681 Information Technology (ARPA)

Expense

A168110 540195 Carpet Replacement	\$-0-	\$25,000
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A168110 540400 Furniture Expense	<u>-0-</u>	<u>75,000</u>
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Totals

\$-0-

\$100,000

Control Total

\$100,000

Dated: September 13, 2022

Mary Cavanagh, Chairwoman
Government Operations Committee

Matthew Roberts, Chairman
Finance, Ways & Means Committee

RESOLUTION NO. _____

**ESTABLISHING THE 2022 SALARY FOR
THE SECOND ASSISTANT DISTRICT ATTORNEY**

WHEREAS, the Second Assistant District Attorney position will be vacant on October 1, 2022 due to a resignation; and

WHEREAS, the District Attorney has requested that a salary of \$89,044, step 8 in the Management Compensation Salary Plan be established for the position; and

WHEREAS, the Criminal Justice and Government Operations Committees have reviewed and positively endorse the recommendation; and

NOW, THEREFORE BE IT RESOLVED that the 2022 salary of \$89,044 be and hereby is established effective October 3, 2022.

Dated: September 13, 2022

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. 22-_____

**ACKNOWLEDGING INTRODUCTION OF PROPOSED LOCAL LAW NO. 6
FOR THE YEAR 2022 AND CALLING FOR A PUBLIC HEARING**

WHEREAS, Supervisor Cavanagh has duly authorized proposed Local Law No.6 for the year 2022, Fixing the Salaries of Certain County Officials for the Remainder of the year 2022; and

WHEREAS, Resolution No. 461-14 of 2014, the Board of Supervisors adopted a new Appendix A and Appendix B for our Management Compensation Plan as a result of a compensation study conducted by Public Sector HR Consultants; and

WHEREAS, Public Sector HR Consultants recently completed a new evaluation of the duties and responsibilities of the Elections Commissioners, applying the same point factor analysis method applied to the title in 2014. Based on the evaluation and resulting point factor analysis, it is recommended that the title of Elections Commissioner be reallocated from Grade E to Grade F of Appendix A of the Management Compensation Plan Salary Schedule.

WHEREAS, a copy of said proposed local law has been furnished to each Supervisor;

NOW, THEREFORE BE IT RESOLVED, that a public hearing be held on the proposed local law in the Chambers of the Board of Supervisors at the Madison County Office Building on October 11, 2022 @ 11:20 a.m. or as soon as possible thereafter; and

BE IT FURTHER RESOLVED that the Clerk of the Board duly publish a notice of this hearing in the official newspapers of the County at least five days prior to the scheduled hearing.

Dated: September 13, 2022

Mary B. Cavanagh, Chairwoman

Mary B. Cavanagh, Chairwoman
Government Operations Committee

**COUNTY OF MADISON LOCAL LAW NO. 6 FOR THE YEAR 2022
AMENDING LOCAL NO. 5 FOR THE YEAR 2021**

**A LOCAL LAW “FIXING THE SALARIES OF
CERTAIN COUNTY OFFICIALS”**

Be it enacted by the Board of Supervisors of the County of Madison as follows:

Section 1. The annual salaries of the following County officials are fixed as follows commencing October 11, 2022:

10/11/2022

Madison County Election Commissioner	\$78,416
Madison County Election Commissioner	\$78,416

Section 2. This local law is adopted subject to permissive referendum as provided in Section 24 of Municipal Home Rule Law.

Mary B. Cavanagh, Chairwoman
Government Operations Committee

**AUTHORIZING THE APPOINTMENT OF A DEPUTY CLERK TO
THE BOARD OF SUPERVISORS**

WHEREAS, there is a need to have a Deputy Clerk to the Board of Supervisors, who would be authorized under section 401 of the County Law to carry out all the duties of the Clerk to the Board in their absence; and

WHEREAS, appointing a Deputy Clerk to the Board of Supervisors is authorized under section 401 of the County Law; and

WHEREAS, the current Clerk to the Board of Supervisors is authorized to appoint a Deputy Clerk; and

NOW, THEREFORE, BE IT RESOLVED, that the Clerk to the Board of Supervisors is hereby authorized pursuant to Section 401 of the County Law to appoint a Deputy Clerk to the Board of Supervisors and that the Deputies term shall coincide with the term of the current Clerk to the Board.

Dated: September 13, 2022

Mary B. Cavanagh, Chairwoman

Mary B. Cavanagh, Chairwoman
Government Operations Committee